



Job Description

KEY INFORMATION	
Post title:	Playworker
Grade:	3
Responsible to:	After School and Holiday Club Manager
Responsible for:	n/a

OVERALL PURPOSE OF JOB
Assist with the provision of extended care at the school by planning, organising and delivering activities at both after school and holiday clubs, ensuring children are supervised and safe at all times.

MAIN DUTIES AND RESPONSIBILITIES	
1	Plan and deliver a variety of safe, creative and appropriate play opportunities for the children at the clubs
2	Prepare and provide healthy snacks/refreshments to the children following food hygiene practices, and clean up afterwards
3	Prepare and set up room(s) as required
4	Administer basic first aid as required
5	Undertake the personal care of children as required, including toileting, dressing, dealing with sickness
6	Ensure children are supervised at all times
7	Ensure the building is safe and secure for the children at all times
8	Ensure play equipment and materials are properly used, maintained and stored and report any damages or issues to the After School and Holiday Club Manager
9	Maintain accurate records as required, to include completion of accident book records, registers of attendance, and up to date emergency contact details

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.



2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	Good literacy and numeracy skills
2	Accredited Paediatric First Aid or the willingness to undertake
3	Food hygiene qualification or the willingness to undertake
4	Willingness and ability to obtain and/or enhance qualifications and undertake training and development
5	Childcare qualification (desirable)
Experience	
1	Experience of working with children in a play work or educational setting
Skills/Knowledge/Abilities	
1	An understanding of and commitment to the provision of good quality childcare
2	An understanding of food hygiene rules and knowledge of healthy eating
3	Health and safety knowledge, including lifting and handling and fire prevention
4	Knowledge of healthy eating
5	Ability to plan and deliver safe activities relevant to the age of the children
6	Ability to work on own initiative and use common sense
7	Good verbal communication skills and the ability to communicate effectively with all staff, pupils, families and carers
8	Ability to maintain confidentiality
9	Ability to work effectively in a team
10	Ability to form and maintain appropriate relationships and personal boundaries with children and young people
11	<i>Behaviour management skills (desirable)</i>
12	<i>Basic ICT skills (desirable)</i>
Personal Attributes	



1	Patience and caring skills
2	Committed to continuing professional development
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check